

**OPEN SESSION MEETING MINUTES**

**Tuesday, August 25, 2020**

**6 p.m. – 8 p.m.**

**MS Teams Online**

Click <https://www.youtube.com/watch?v=WUg2gjmFtQ> to view this meeting on YouTube.

**Members Present:**

Brandon Hilpert, Chair  
Poppy Fitch, 2<sup>nd</sup> Vice Chair  
Patrick Anderson  
Maxine Clark  
Joe Craver  
Gregory Daunoras  
Diana Dent

Kevin Herington  
Sheila Holtrop  
Steve Hsieh  
Mary O'Tousa  
Ernestine Smith  
Pauline Theodore  
Nancy Vaughn  
Marty Workman

**Members Absent:**

Doug Case, 1<sup>st</sup> Vice Chair

**Community Review Board on Police Practices (CRB) Staff Present:**

Sharmaine Moseley, Executive Director

**San Diego Police Department (SDPD) Staff Present:**

Al Guaderrama, Executive Assistant Chief  
Mike Holden, Internal Affairs Captain  
Andrea Amado, Internal Affairs Detective

- 
- I. **CALL TO ORDER/WELCOME:** Chair Brandon Hilpert called the meeting to order at 6:03 p.m.
  - II. **PURPOSE OF THE COMMUNITY REVIEW BOARD ON POLICE PRACTICES:** Chair Brandon Hilpert explained the purpose and responsibilities of the Community Review Board on Police Practices (CRB) to the public.
  - III. **ROLL CALL:** Executive Director Sharmaine Moseley conducted the roll call.
  - IV. **APPROVAL OF MINUTES:**
    - A. **CRB Special Meeting Minutes of July 22, 2020**  
**The Board reviewed the minutes. Board member Joe Craver moved for the Board to approve its July 22, 2020 Special Meeting minutes. Board member Pauline Theodore seconded the motion.**

**The motion passed with a vote of 14-0-1.**

**Yays: 2<sup>nd</sup> Vice Chair Fitch, Members- Anderson, Clark, Craver, Daunoras, Dent, Herington, Holtrop, Hsieh, O'Tousa, Smith, Theodore, Workman, and Vaughn**

**Nays: None**

**Abstain: Chair Hilpert**

**Members Absent: 1<sup>st</sup> Vice Chair Case**

- B. CRB Open Meeting Minutes of July 28, 2020  
**The Board reviewed the minutes. Board member Joe Craver moved for the Board to approve its July 28, 2020 Open Meeting minutes. Board member Mary O'Tousa seconded the motion.**

**The motion passed with a vote of 14-0-1.**

**Yays: 2<sup>nd</sup> Vice Chair Fitch, Members- Anderson, Clark, Craver, Daunoras, Dent, Herington, Holtrop, Hsieh, O'Tousa, Smith, Theodore, Workman, and Vaughn**

**Nays: None**

**Abstain: Chair Hilpert**

**Members Absent: 1<sup>st</sup> Vice Chair Case**

- V. NON-AGENDA PUBLIC COMMENT: Executive Director Sharmaine Moseley read non-agenda public comment received from:

Joseph S. Carmellino commented as follows:

“Non-Agenda but related to Item F., Observations and questions not specific to SDPD. Police Departments are a recognized and important institution in civil society. Policing also provides good jobs with stable incomes and benefits. Why is it common when an abusive incident occurs to learn that the officer(s) involved have multiple complaints in their history? How do these candidates pass HR scrutiny on hire? Why aren't they let go? What does SDPD do to ensure that transfers in have good records where there may not be transparency from other departments or academies?”

- VI. UNFINISHED BUSINESS (DISCUSSION) (Chair Brandon Hilpert)
- A. Update on CRB Closed Meetings (Dates and Times) – The Board held a Closed Meeting prior to tonight’s Open Meeting. The Board is scheduled to hold a Closed Meeting every Tuesday in September to get through the backlog in cases due to COVID.
  - B. CRB Case Review in Internal Affairs
    - i. Feedback on Prioritization of Case Reviews, Work Flow, Staffing – Reminder for the Board to contact IA to reserve rooms for case

review. Most teams have a decent number of cases. Email sent to the Teams regarding prioritization of cases and workflow by reviewing cases with “sustained findings” first due to the one-year time frame. Executive Director provided the Board with an update on the case management, work flow, and staffing issues due to the elimination of the CRB administrative aide position.

- ii. Redacted Case Reports – No update given
  - iii. Remote Case Access – Lt. Pich working with Riverside to see how they work on their remote case access. Chair Hilpert also reached out to Laserfiche. He will participate in a demo on Friday and report back to the Board.
- C. CRB Memo Re: Seditious Language – The CRB sent out a letter regarding seditious language. This item will be added to PS&LN’s agenda. Captain Holden stated that a department wide order was issued today that would cease enforcement of this by SDPD officers.

VII. NEW BUSINESS (DISCUSSION/ACTION): None

VIII. COMMITTEE REPORTS (DISCUSSION/ACTION) – New chairs were selected for some of the Committees.

- A. Continuing Education Committee (Nancy Vaughn)
  - i. List of Upcoming Educational Topics – Committee Chair Nancy Vaughn asked Executive Director Moseley to arrange to have Tia Quick provide a presentation to the Board on pretext stops at its September Open Meeting. Executive Director Moseley will follow up with scheduling the presentation.
- B. Outreach Committee (Chair Brandon Hilpert)
  - i. Summary of Past Events – Chair Hilpert reported that the Committee have not had a lot of physical outreach events due to COVID.
  - ii. Upcoming Events/Outreach Opportunities – Board member Anderson stated that he will be working with the Committee to develop engagement with youths and organizations in the community for feedback.
  - iii. Selection of New Outreach Committee Chair – Board member Patrick Anderson is the new Outreach Committee Chair.
- C. Rules Committee (Doug Case)
  - i. Update – Chair Hilpert reported that Committee Chair Case is not present so there are no updates.
- D. CRB Handbook Committee (Doug Case)
  - i. Status of Resource Handbooks – Committee member Fitch gave the report on behalf of Committee Chair Case. She reported that they have a meeting scheduled for Thursday. They are considering finding a way to get the binders and pdfs of the contents produced for those who do not have copies.
  - ii. Next Steps – Meeting on August 27<sup>th</sup> at 9am
- E. Policy Committee (Chair Brandon Hilpert)

- i. Status on Items being Considered Committee – Draft proposed recommendation for SDPD to create a policy on how to handle protests.
    - ii. Next Policy Committee Meeting – N/A at this time
    - iii. Selection of New Outreach Committee Chair – Chair Hilpert reported that Board member Joe Chair is the new Chair of this Committee.
  
- F. Recruitment & Training Committee (Kevin Herington)
  - i. Update on New Member Appointment – 8 Candidates
    - Background Checks – Frozen until after the appointment process is made due to the Fair Act.
    - Phase Trainings – Scheduled for August 25<sup>th</sup>
    - Appointments & Confirmations
  
- G. Citizens Advisory Board on Police Community Relations (Chair Brandon Hilpert)
  - Update – CAB met last night, but the meeting was not recorded.
  
- H. Transition Planning (Doug Case)
  - i. Committee Members – 1<sup>st</sup> Vice Chair Doug Case is the Chair of this Committee.
  - ii. Meeting on August 28<sup>th</sup> at Noon
  
- IX. CHAIR’S REPORT (Chair Brandon Hilpert)
  - A. Reminders-1<sup>st</sup> Quarter (July 1<sup>st</sup>-September 30<sup>th</sup>) Volunteer Hours Report – All members please make sure that hours are logged in for reporting purposes.
  - B. Updated Work Plan – Committee Chairs were asked to send edits to the work plan to Chair Hilpert so the Board can close out this work plan and have a new plan for this fiscal year.
  - C. Committee Assignments – Committee Chair Hilpert summarized who the Committee Chairs were. Members can switch committees and/or join committee or stay on a committee.
  - D. Other Items/Reminders – None
  
- X. EXECUTIVE DIRECTOR’S REPORT (Sharmaine Moseley)
  - A. Caseload Update & Status of Case Reports
 

It was reported that as of today, 63 cases have been assigned to the Teams. Out of the 63 cases, 26 were completed by the Teams and 3 of the 26 cases were deliberated by the Board at our Closed Meeting earlier tonight. The CRB teams now have 23 cases ready for Board deliberation.

The Team summaries are as follows:

Team 1- 11 cases assigned (2 completed and ready for the Board, 9 cases left for review, 7 cases were assigned during COVID, and 1 possibly 2 reassigned from Team 5)

Team 2 – 14 cases assigned (7 cases completed and ready for the Board- 3 of which were on tonight’s Closed meeting agenda and 1 closed; 7

active cases left for review-6 of which were assigned during COVID & 1 was reassigned from Team 5)

Team 3 – 14 cases assigned (6 cases completed and ready for the Board-1 of which was on tonight’s Closed meeting agenda; 8 active cases left for review – -6 of which were assigned during COVID & 1 was reassigned from Team 5)

Team 4 – Team 4 was temporarily dissolved. 2 cases were completed -1 of which was on tonight’s Closed meeting agenda.

Team 5 – Team 5 was temporarily resolved. 1 case was not reassigned at the request of the Team. The Team was working on this case prior to COVID. All other cases from Team 5 have been reassigned.

Team 6 – 11 cases assigned (3 cases completed and ready for the Board, 1 of which was on tonight’s Closed Meeting agenda that was sent back for the Team to add information to it). Team 6 has 8 cases left, all of which were assigned during COVID.

Team 7 – 10 cases (6 completed and ready for the Board. The 4 cases left for Team 7 were assigned during COVID and 2 were cases that were reassigned from Team 4).

In conclusion, the Board had 63 total active cases, 3 were deliberated on and closed by the Board earlier tonight. After tonight, the Teams have 26 completed cases ready for the Board and are working on 37 active cases. Executive Director Moseley will assign 2 more cases tomorrow. In this fiscal year, the CRB closed out 13 cases in three closed meetings.

- B. Board Member Vacancies/Resignations – Currently, the Board has 16 members and 7 vacancies. Four of the 16 members are eligible for re-appointment and 8 candidates who will be considered to possibly fill the vacancies on the Board first. The Board also has 3 members who are termed out, but it is best to fill the vacancies first before the members who are termed out.
- C. Transition from MS Teams to Zoom Platform – The City is in the process of transitioning from MS Teams to the Zoom platform for its public meetings. Based on feedback, people are happier with Zoom. With Zoom, the City’s IT department would no longer have to be available to live stream the meetings to the You Tube channel. Two weeks’ notice will no longer be required to schedule a meeting.
- D. Other Items/Reminders – None

XI. SAN DIEGO POLICE DEPARTMENT REPORT (Captain Mike Holden)

- Updates – The only update is the department memo that was sent out to the officers today to stop officers from enforcing the municipal code on seditious language.

XII. BOARD MEMBER RIDE-ALONG REPORTS – N/A

XIII. BOARD MEMBER ANNOUNCEMENTS/COMMENTS – None

XIV. ADJOURNMENT: The meeting adjourned at 7p.m.